

### General Reporting Requirements

To comply each entity must submit a report to the Speaker of the Legislature (1) manually, (2) electronically- including, but not limited to, diskettes, CD, and/or email, and (3) post it on the entity's website.

Public Law	Requirements from Law	Due Date
29-19, Chapter VI, Section 3 (a)	<b>Staffing Pattern.</b> No later than thirty (30) days after the end of each quarter of Fiscal Year 2008, every director, administrator or head of a government of Guam agency, including line agencies, semi-autonomous agencies, public corporations, the President of the Mayors Council of Guam and the Judiciary of Guam, <i>shall</i> submit to the Speaker of <i>I Liheslaturan Guahan</i> and post on the agency website a current staffing pattern in the format of the Executive Branch FY 2008 Budget Call, as of the previous quarter's ending. Said staffing pattern <i>shall</i> include, <i>at a minimum</i> , the name of every current employee and his position title, salary, increment costs and benefit costs, as well as the funding source for his salary and benefits.	
29-19, Chapter VI, Section 3 (b)	<b>Electronic Data.</b> In addition to the written document required by Subsection (a) hereof, reports <i>shall</i> be submitted in electronic format (including, but <i>not limited to</i> , diskettes, CD, and/or email) to the Speaker of <i>I Liheslaturan Guahan</i> .	
29-19, Chapter VII, Section 2 (a)	<b>Reporting Requirements.</b> No later than thirty (30) days after the end of every fiscal quarter of FY 2008, every director, administrator or head of a government of Guam agency, including line agencies, autonomous and semi-autonomous agencies, public corporations, the President of the Mayors Council of Guam and the Judiciary of Guam, regardless of the source of the entity's appropriations and revenue, <i>shall</i> submit to the Public Auditor of Guam and the Speaker of <i>I Liheslaturan Guahan</i> and post on the entity's website, in written and electronic format (including, but <i>not limited to</i> , diskettes, CDs and email) a report making full disclosure of ALL funds under his or her purview and administration for the preceding quarter. Said report <i>shall</i> be in the form of financial statements or revenue and expenditure reports for every fund he administers, regardless of whether said fund is appropriated, non-appropriated, local or federal and regardless of the source of the funding. This and every reporting requirement imposed by this Chapter shall be subject to the following if any or all of the following requirements are not met: (1) providing a written report; (2) providing an electronic format of the report; and (3) posting the report on the website.	30 days after the end of each quarter (or April 30, 2008 for 2nd Quarter)
29-19, Chapter VII, Section 6	<b>Reporting Requirements for Non-Profit Organizations.</b> All non-profit organizations that receive funds pursuant to this Act <i>shall</i> maintain financial records that accurately account for said funds and <i>shall</i> provide a budgetary breakdown by object category to the department or agency that oversees the appropriation. The non-profit organization <i>shall</i> also provide to said department: (a) A quarterly report describing its activities during the reporting period and the results it achieved <i>no later than</i> twenty (20) days after the end of each quarter; (b) Notification of all procurement of equipment and services of Five Thousand Dollars (\$5,000) or more prior to awarding the contract therefore; (c) Access to the overseeing department or agency's duly authorized representative, and Government of Guam auditors, to appropriate records for the purpose of audit and examination of books, documents, papers and records of funds expended under the appropriation; (d) Submission of a detailed inventory listing of each year's purchases, as certified by its certifying officer; and (e) A Final Report to the overseeing department or agency for submission to <i>I Liheslaturan Guahan</i> containing a full disclosure of all expenditures of funds appropriated by this Act no later than November 15, 2008. The overseeing department or agency shall post the same on its website. (f) Non-compliance with these reporting requirements will subject the non-profit organization to a three percent (3%) reduction of its appropriation(s) and the overseeing agency's contract with the organization shall so provide.	

Department of Mental Health and Substance Abuse		
Other Reporting Requirements		
Enacting Law	Requirement from Law	Due Date
29-19 Chapter III, Part III, Section 3 (b)	<b>Youth Drug and Alcohol Program.</b> On the fifteenth (15th) day of each month, the Director of the Department of Mental Health and Substance Abuse shall provide a detailed report to the Speaker of I Liheslaturan Guahan on expenditures of the appropriations in this Subsection and post the same on the Department's website.	February 15, 2008 March 15, 2008 April 15, 2008
29-19, Chapter VII, Section 14	Heads of the departments and agencies that receive bond proceeds pursuant Title 5 GCA §22435(k) to <i>shall</i> report to <i>I Liheslaturan Guahan</i> regarding the expenditure of said funds thirty days after the end of every fiscal quarter and <i>shall</i> provide a close-out to <i>I Liheslaturan Guahan</i> upon the completion of projects listed in that subsection. <i>If</i> such proceeds are not sufficient to complete the project, the agency head <i>shall</i> advise <i>I Liheslaturan Guahan</i> in writing regarding the amount of funds necessary for completion.	30 days after each fiscal quarter (or April 30, 2008 for 2nd Quarter).
29-19, Chapter VIII, Section 1	5 GCA Section 22435 (k): Four Million Dollars (\$4,000,000) to meet obligations imposed by the Permanent Injunction (District Court of Guam CIV01-00041) on the Department of Mental Health and Substance Abuse, provided that said funds shall only be made available to the Department if the District Court approves its revised Guam Comprehensive Integration Plan.	